

**California 21<sup>st</sup> Century High School After School Safety and  
Enrichment for Teens (ASSETs) Program**

Request for Applications (RFA)  
for Programs Proposing to Serve High School Students

**APPLICATION FORMS**

- 21st CCLC Application for Funding, Program Site Information, Principal/LEA Signatures (Forms A1, A2, A3, B)
- State Drug Free Workplace Certification (Form C1)
- Certifications Regarding Lobbying; Debarment, Suspension, etc.; Drug-Free Workplace Requirements (Form C2)
- Assurances and Agreements (Form D)
- Collaborative Signatures (Form E)
- Budget with Grant Calculation Tables (Forms F1, F2, G1, G2)

**California 21<sup>st</sup> Century Community Learning Centers  
After School Safety and Enrichment for Teens (ASSETs)  
High School Grants**

Return to: After School Partnerships Office  
California Department of Education  
1430 N Street, Suite 6408  
Sacramento, CA 95814

Due:

**May 25, 2004**

PART I: APPLICATION INFORMATION			
Applicant Agency (will serve as fiscal agent for collaborative. Refer to page 3 for a list of eligible entities)			
County:		Amount Requested: \$	
Director of Agency: (e.g., Superintendent, City Manager, Executive Director, Private School Principal etc.)		Grant Contact:	
Agency Name:		Agency Name:	
Address:		Address:	
City:	Zip:	City:	Zip:
Phone:	Fax:	Phone:	Fax:
E-mail:		E-mail:	

Is the applicant agency receiving (or has it previously received) funding for the Federal 21<sup>st</sup> CCLC Program?

Yes ☐ No ☐

Does this application include the "Memorandum of Understanding to be Considered for Competitive Priority"?

Yes ☐ No ☐

**LEGAL STATUS OF APPLICANT AGENCY**

(Check one box below and provide appropriate agency identification information)

- ☐ City or City Agency
- ☐ County or County Agency
- ☐ County Office of Education
- ☐ School District
- ☐ Other Public Entity
- ☐ Community Based Organization (CBO)
- ☐ Faith Based Organization
- ☐ Private Non-Profit Organization or School
- ☐ Private For-Profit Organization or School

Enter Federal Employer ID Number:

**OR**

Enter School District Code

Enter Child Care License # (if applicable):

## PROGRAM SITE INFORMATION

Complete this form **only** if you are planning to operate the program at a site other than where the pupils you are serving regularly attend school. **School site programs serving only pupils enrolled at this school do not need to fill out this form.** Attach as many sheets as necessary.

The program site is the physical location at which the 21<sup>st</sup> CCLC Program activities and services will be provided, and one program site may serve students from more than one school. The program site must be a safe and easily accessible facility. CDE may approve an application for a community learning center to be located in a facility other than a secondary school. However, if an alternate facility is proposed, that alternate facility must be at least as available and accessible to the participants as if the program were located in an elementary or secondary school. "Elementary school" and "secondary school" are defined in the No Child Left Behind Act as any "nonprofit institutional day or residential school, including a public charter school, that provides elementary or secondary education, as determined under State law."

Program Site Name:		
Program Site Address:		
City, State, Zip Code:		
Phone:		Program Site Contact Person:
CDS Code	School Name	Number of pupils from this school to attend new 21 <sup>st</sup> CCLC Program

Program Site Name:		
Program Site Address:		
City, State, Zip Code:		
Phone:		Program Site Contact Person:
CDS Code	School Name	Number of pupils from this school to attend 21 <sup>st</sup> CCLC Program

### SCHOOL AND DISTRICT SIGNATURES

#### SIGNATURES/APPROVALS

**School Principal Approval:** This after school program application must be approved by the principal of each school to be served by the proposed 21<sup>st</sup> CCLC Program. (Attach as many sheets as necessary.)

School Name	Printed Name of Principal	Signature of Principal

**School District Approval:** If an LEA (i.e., school district or county office of education) is either the applicant agency or a partner involved in this application, then the superintendent must sign this application.

School District Name	Printed Name of Superintendent	Signature of Superintendent

#### CERTIFICATION AND DESIGNATION OF APPLICANT AGENCY

Each application must designate an applicant agency as the fiscal agent of the 21<sup>st</sup> CCLC grant. The applicant agency may be any one of the following: a Local Education Agency (LEA), public or private entity (e.g., a city council, county board of supervisors, faith-based organization, or private school), or a community based organization. Applicants agree to follow all fiscal reporting and auditing standards required by the California Department of Education.

Designated Applicant Agency (Fiscal Agent)	Name & Title of Authorized Representative of Applicant Agency	Signature of Authorized Representative of Applicant Agency (Fiscal Agent)

State of California

**DRUG FREE WORKPLACE CERTIFICATION**

Std. 21 (10-98)

Applicant Agency (name of fiscal agent for collaborative):	
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The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - a) The dangers of drug abuse in the workplace,
  - b) The person's or organization's policy of maintaining a drug-free workplace,
  - c) Any available counseling, rehabilitation and employee assistance programs, and
  - c) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
  - a) Will receive a copy of the company's drug-free policy statement, and
  - b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

<b>Certification</b>
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I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above-described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME	
DATE EXECUTED	EXECUTED IN THE COUNTY OF
CONTRACTOR OR GRANT RECIPIENT SIGNATURE	
TITLE	
FEDERAL I.D. NUMBER	

## Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in pertinent regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-Wide Debarment and Suspension (non procurement) and Government-Wide Requirements for Drug-Free Workplace (grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**—This certification is required by Section 1352, Title 31, of the U.S. Code, and 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82, Sections 82.105 and 82.110. The applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency or a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; or the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with these instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**—This certification is required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.

A. The applicant certifies that he or she and any principals:

- (a) is/are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this application been convicted of, or had a civil judgment rendered against them, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for, or otherwise criminally or civilly charged by, a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)** —This certification is required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.

A. The applicant certifies that he or she will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) establishing an on-going drug-free awareness program to inform employees about:
  - (1) The danger of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free work plan;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;

(c) making it a requirement that each employee engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that t, as a condition of employment under the grant, the employee will:  
abide by the terms of the statement; and notify the employer in writing of his or her conviction of a violation;

(e) notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employer(s) of convicted employees.

The grantee must provide notice, including position title, to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and.

(g) making a good-faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

**B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:**

**Place of performance (street address, city, county, state, zip code):**

**ENVIRONMENTAL TOBACCO SMOKE ACT**—This certification is required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented as Public Law 103-277, Part C which requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment).

Check [ ] if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT

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PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

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SIGNATURE

DATE

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**ASSURANCES AND AGREEMENTS REQUIRED OF ALL APPLICANTS**

**1. Use of Funds**

As the designated applicant agency representative, I certify that the 21<sup>st</sup> Century Community Learning Centers Program will target students who attend schools eligible for Title I Schoolwide Programs or students attending schools that serve a high percentage (at least 40 percent) of students from low-income families, and their families.

I further certify that all services and benefits provided (including materials, equipment, and supplies) will be secular, neutral, and non-ideological. In addition, funds will be used for allowable costs during the grant award period only.

**2. Supplement, not Supplant**

As the designated applicant agency representative, I certify that funds from 21<sup>st</sup> Century Community Learning Centers Program will supplement, not supplant, existing services and funds.

I further certify that funds under this program will be used to increase the level of state, local and other non-federal funds that would, in the absence of these Federal funds, be made available for authorized programs and activities, and will not supplant federal, state, local, or non-federal funds.

**3. Audits**

As the designated applicant agency representative, I certify that an annual fiscal audit will be conducted and adequate, accurate attendance records will be kept for the 21<sup>st</sup> Century Community Learning Centers Program. I further certify that the collaborative will complete and submit periodic program and fiscal reports as required by the California Department of Education, including but not limited to, the number of pupils served, and expenditure of funds for which they were granted.

*The funded program shall abide by the following audit and record-keeping requirements (Education Code §§ 8448, 8484.8, 33420, 33421, and 41020).*

- a. An annual fiscal audit will be conducted and adequate, accurate attendance and other records will be maintained in accordance with Government Auditing Standards (GAS).*
- b. Agencies that expended \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more are required to have a single audit conducted in accordance with OMB Circular A-133 and the Single Audit Act Amendments of 1996.*
- c. Agencies that expended less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) are required to obtain a limited scope audit of the state and federal funds received from CDE.*
- d. All agencies are required to maintain auditable records, which must be made available upon request to representatives of CDE and other governmental agencies for on-site monitoring, reviews, and audits.*
- e. In general, records must be maintained for at least five years. However, in cases where an audit has been requested by a state agency that remains unresolved, records must be maintained until the audit is resolved.*
- f. All audits of financial statements must be conducted in accordance with Government Auditing Standards (GAS) and with policies, procedures, and guidelines established by the Education Department General Administrative Regulations (EDGAR), Single Audit Act Amendments, and OMB Circular A-133.*

**4. Evaluation and Data Collection**

As the designated applicant agency representative, I certify that the 21<sup>st</sup> Century Community Learning Centers Program agrees to collect additional data that will be necessary for the evaluation of the 21<sup>st</sup> Century Community Learning Centers Program, as may be required by the California Department of Education.



**5. Program Site**

As the designated applicant agency representative, I certify that the 21<sup>st</sup> Century Community Learning Centers Program will take place in a safe and easily accessible facility. The program site selected is either a high school or secondary school-site setting or another location that is at least as safe, available and accessible to the participants as the school site.

**6. Collaboration with Schools**

As the designated applicant agency representative, I certify that the 21<sup>st</sup> Century Community Learning Centers Program was developed and will be carried out in active collaboration with the schools the students attend.

**7. Notice to the Community**

As the designated applicant agency representative, I certify that the community to be served by the 21<sup>st</sup> Century Community Learning Centers Program was given prior notice of this applicant's intent to submit an application.

**8. Public Review of the Application**

As the designated applicant agency representative, I certify that this application and any waiver requested have been made available for public review. In addition, the funded party will make available to the general public any application, evaluation, periodic program plan, report, or waiver relating to each funded program (EDGAR § 76.106).

**9. Certification of Fiscal Resources**

All applicants including Local Education Agencies, cities, counties, community-based organizations, and other public or private entities (which may be faith-based organizations or private schools), must have sufficient fiscal resources in order to start up and operate the program being requested for a period of up to three months without payment from the State.

**10. Certification of Private School Consultation**

As the designated applicant agency representative, I certify that the LEA, consortium, or entity submitting this funding application for the 21<sup>st</sup> Century Community Learning Centers grant to the California Department of Education has consulted with appropriate private school officials during the design and development of the programs described in this application, consistent with No Child Left Behind Section 9501(c)(1). I further certify that I will maintain and, upon request, provide to CDE a written description of how this requirement was satisfied."

**Certification:** As the authorized representative of the Applicant Agency, and on behalf of the 21<sup>st</sup> Century Community Learning Centers Program, I agree to fulfill all of the above agreements and conditions.

Designated Applicant Agency (Fiscal Agent)	Name & Title of Authorized Representative of Applicant Agency	Signature of Authorized Representative of Applicant Agency (Fiscal Agent)
		Date:

**Certification:** As the designated local education agency representative, I agree to fulfill all of the above agreements and conditions. In addition, I certify that the local education agency (school and district) agrees to collect and share with program partner agencies additional education achievement data, attendance and other requested data that will be necessary for the evaluation of the 21<sup>st</sup> Century Community Learning Centers Program, as may be required by CDE.

Local Education Agency (LEA)	Name & Title of Authorized Representative of Local Education Agency	Signature of Authorized Representative of Local Education Agency
		Date:

**COLLABORATIVE SIGNATURES**

Every 21<sup>st</sup> CCLC Program shall be designed, implemented, evaluated, and sustained through a collaborative process that includes parents, youths, representatives of participating schools and sites (e.g., classroom teachers, custodial staff, support staff, etc.), governmental agencies, such as city and county parks and recreation departments, community organizations, and the private sector.

Attach additional sheets as necessary.

Name/Signature	Agency Affiliation	
Name/Title	Agency	
Signature	Address	
	City/Zip	Phone
Name/Title	Agency	
Signature	Address	
	City/Zip	Phone
Name/Title	Agency	
Signature	Address	
	City/Zip	Phone
Name/Title	Agency	
Signature	Address	
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Signature	Address	
	City/Zip	Phone
Name/Title	Agency	
Signature	Address	
	City/Zip	Phone

California Department of Education  
21<sup>st</sup> Century Community Learning Centers Program

ASSETs Form F1

**GRANT BUDGET FORM**

**Applicant Agency:** \_\_\_\_\_

Column A: This column should list the budget line items.

Column B: This column should reflect the amount budgeted per line item. Include the total amount budgeted for the series in the shaded cell.

Column C: From the amount reflected in Column B, indicate the amount to be spent on administrative costs.

\* If charging indirect, enter that figure in the appropriate box. Use the California School Accounting Object of Expenditure (expense) Classification codes (series 1000, 2000, etc.) See the [California School Accounting Manual](#) for a list of these expenditure categories.

Budget Line Items (Column A)		Amount Budgeted (Column B)	Administrative Costs --Including indirect costs (Column C)
<b>Series 1000</b>			
<b>CERTIFICATED PERSONNEL SALARIES TOTAL</b>		<b>\$</b>	<b>\$</b>
<b>Series 2000</b>			
<b>CLASSIFIED PERSONNEL SALARIES TOTAL</b>		<b>\$</b>	<b>\$</b>
<b>Series 3000</b>			
<b>EMPLOYEE BENEFITS TOTAL</b>		<b>\$</b>	<b>\$</b>
<b>Series 4000</b>			
<b>BOOKS AND SUPPLIES TOTAL</b>		<b>\$</b>	
<b>Series 5000</b>			
<b>SUBTOTAL FOR SERIES 1000-5000</b>			
<b>Indirect Costs</b>	Indirect costs may not exceed the grantee's restricted indirect cost rate (ICR), or 5%, whichever is less. Programs may expend no more than a total of 15% of annual funding on administrative costs. <b>(Indirect costs are included in the 21<sup>st</sup> CCLC Administrative Costs.)</b> Total Series 1000-5999 = \$_____ x ICR _____ % = \$_____.	\$	
<b>SERVICES AND OTHER OPERATING EXPENSES TOTAL</b>		<b>\$</b>	
<b>Series 6000</b>			
<b>EQUIPMENT &amp; EQUIPMENT REPLACEMENT TOTAL</b>		<b>\$</b>	
<b>GRAND TOTAL</b>		<b>\$</b>	

### **Object of Expenditure Codes**

School districts and county superintendents of schools are required to report expenditures in accordance with the object classification plan in the California School Accounting Manual. The use of these object codes will facilitate the preparation of budgets and the various financial reports requested by federal, state, county, and local agencies. The California School Accounting Manual is available from the CDE Publication Sales Unit for \$32.50 each plus sales tax, shipping, and handling (call 1-800-995-4099).

#### **Certificated Salaries**

- 1100 Teacher Salaries
- 1200 School Administrators' Salaries
- 1300 Supervisors' Salaries
- 1400 Librarians' Salaries
- 1500 Guidance, Welfare, and Attendance Salaries
- 1600 Physical and Mental Health Salaries
- 1700 Superintendents' Salaries
- 1800 Other Administrative Salaries
- 1900 Other Certificated Salaries

#### **2000 Classified Salaries**

- 2100 Instructional Aides' Salaries
- 2200 Administrative Salaries
- 2300 Clerical Salaries
- 2400 Maintenance and Operation Salaries
- 2500 Food Services Salaries
- 2600 Transportation Salaries
- 2900 Other Classified Salaries

#### **3000 Employee Benefits**

- 3100 State Teachers' Retirement System
- 3200 Public Employees' Retirement System
- 3300 Old Age, Survivors, Disability, and Health Insurance
- 3400 Health and Welfare
- 3500 Unemployment Insurance
- 3600 Workers' Compensation Insurance

#### **4000 Books and Supplies**

- 4100 Textbooks
- 4200 Other Books
- 4300 Instructional Materials and Supplies
- 4500 Other Supplies

#### **5000 Services and Other Operating Expenditures**

- 5100 Contracts for Personal Services of Consultants, Lecturers, and Others
- 5200 Travel and Conference
- 5300 Dues and Memberships
- 5400 Insurance
- 5500 Utilities and Housekeeping Services
- 5600 Rentals, Leases, and Repairs
- 5700 Direct Costs-Interfund Services
- 5800 Other Services and Operating Expenditures

#### **6000 Capital Outlay**

- 6100 Sites and Improvement of Sites
- 6200 Buildings and Improvement of Buildings
- 6300 Books and Media for New or Expanded Libraries
- 6400 Equipment

## PROJECTED RATES OF PARTICIPATION IN ASSETS PROGRAM OVER TIME

The purpose of this form is to not only show that the cost per student will decrease, but will also show the projected growth of the program. These numbers are supported within the narrative. Use a separate form for each school.

A. School Code	B. School Name	C. School Enrollment (CBEDS)				I. Approx. percent (%) of whole school population (by grade level) <u>targeted</u> for participation			
Public School Free and Reduced % rate or Private School Students from low income families % rate	D. Year of grant	E. # of days per week for program operation	F. Average # of students to be served by ASSETs grant per day	G. Total # of days for program operation	H. Avg. Cost per student per day [J divided by (F x G)]	Grade 9	Grade 10	Grade 11	Grade 12
<b>J. NOTE:</b> As stated on Form A1, this grant application requests the following funding per year for ASSET program services in the amount of:  \$_____ per year for students of this school.	YR 1								
	YR 2								
	YR 3								
	YR 4								
	YR 5								

**Certification:** As the designated applicant agency representative, I certify that the projected attendance for the ASSETs program provided on this form includes students identified in the proposal needs assessment to be at risk or in need of academic support on a regular basis

Designated Applicant Agency (Fiscal Agent)	Name & Title of Authorized Representative of Applicant Agency	Signature of Authorized Representative of Applicant Agency (Fiscal Agent)
		Date: